APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section. FOR AGENCY USE FOR RECORDS MANAGEMENT USE 1. Agency Address Ga. Dept. of Natural Resources **Application Number** Application Date Environmental Protection Division 80-390-A Air Quality Control Section 4279 Memorial Drive, Suite D Date Completed Date Received Application Number APR 1 6 1985 Decatur, Georgia 30032 JAN 21 1985 **Working Title** 2. Person to Contact Telephone Number 656-4997 Senior Secretary/Typist Linda L. Bray 3. Action Requested a.

Establish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. c. XX Amend Application No. 80-390 Check One: X Change; Supercede; Void 5. Records Series Title (followed by title used in office; if different) 4. Dates of Series Earliest . Latest Air Quality Source Monitoring Correspondence Files ca 1970 | Present 6. Division and Office Function . What is the function of the Division and the Office in which this record series is created? The Air Protection Branch is responsible for implementing the Georgia Air Quality Act of 1978. It adopts rules and regulations necessary to control air pollution within the State, including establishing ambient air quality standards to prevent, control or abate air pollution. It also investigates pollution problems, develops preventive control prógrams, and insures industry compliance by licensing all industries that emit contaminants into the air. 7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: No Change Included are: File is arranged: 8. Monthly Reference Rate How often are records referred to which are: No Change One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older ___ 9. Annual Rate of Accumulation of Records No Change

Letter-size drawers _____; Legal-size drawers _____;

_____; Shelves _____; Other (specify) _____

I If not, where is	c it?		F			
		ntial information	n requiring se	curity handling? If yes, cite	law or regulation	1. ,
c. Is this a vital re			<u> </u>			
		or long term rese	arch value?		1	
e. When one or tv	vo documents in	the file make it	necessary to	keep the entire file for a long	period, could th	
				f vac attach conv		
3 I 1				f yes, attach copy. /or recorded in a summarized		
If yes, attach o	opy.		· •	, ·	repuit!	
h. Is there a dupli If yes, where?	cation of this se	ries in your offic	e, or in anoti	ner office or agency?		
i Is this series (o				?		
11. Retention Requirements				to he kent:		
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a. State Law		years.	d.	Audit period -		years.
b. Statute of limitation	<u> </u>	years.	e.	Administrative need	8	years,
c. Federal law		years.	f.	Federal retention instruction	s <u> </u>	years.
Attach copy or excert of la	aws or regulation	ıs. Explain admi	nistrative ned	ed.	•	-
	9	· · · · · · · · · · · · · · · · · · ·	3 3			
No Change		•				`.
12. Approved Disposition Instr	ructions This	anency recomm	ande that the	e file series be cut off at the	and of each:	
	_	•		; Other	The second secon	then,
No Change	·					- ,
☑ Hold in the current files				s); then		
□ Transfer to local holdin ☑ Transfer to State Recor	g area; noid ds Center: bold	year(s)	; then ir(s): then			
Destroy.	as content trotal	уеа	n (ə), tildli			
☐ Transfer to State Archiv	ves for permaner	nt retention.				
☐ Other <i>(Specify)</i>						
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These instructions apply to 80 - 390 A Agency Head/Designee (Signal	L	ture accumulatio		ies. anagement Officer <i>(Signatu</i>	ire)	Date
80-390 A	L	Date / /			re)	
80-390 A	L				re)	Date /-/8-8-5
80-390 A Agency Head/Designee (Signator) R. H. Collo	L	Date / /	Records M			
80-390 A Agency Head/Designee (Signator) Agency Head/Designee (Signator) Agency Head/Designee (Signator) Recommendations in para-	ture)	Date 1/17/85	Records M	anagement Officer (Signatu		1-18-85
Agency Head/Designee (Signate A) Recommendations in paragraph 12 are approved.	ture)	Date / /	Records M	anagement Officer (Signatu		1-18-85
80-390 A Agency Head/Designee (Signator) Agency Head/Designee (Signator) Agency Head/Designee (Signator) Recommendations in para-	State Audi	Date 1/17/85	Records M Pat Sta	anagement Officer (Signatu		1-18-85
Agency Head/Designee (Signated) Recommendations in paragraph 12 are approved. (If disapproved, attach letter	State Audi	Date 1/17/85 tor/Designee	Records M Pat Sta	anagement Officer (Signaturate Records Committee (Signaturate Records Committee (Signaturate Records Committee Record		1-18-85

	e Publication No. 76—HM—1 for instructions on completing t es and History, Records Management Division, 330 Capito Section.		
FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE	
Application Date	GA. Dept. Natural Resources, EPD Air Quality Evaluation Section	Application Number 80-390 Date Received Date Completed OCT 2 3 1980 NOV 1 7 1980	
Application Number	4279 Memorial Drive, Suite D., Decatur, Georgia 30032		
2. Person to Contact	Working Title	Telephone Number	
Elon Dodgen	Principal Secreta	ary 404/656-4997	
	Schedule; record will continue to accumulate. ccumulation; no further accumulation anticipated. No Check One: ☐ Change; ☐ Superce 5. Records Series Title (followed by title used in office; if decords are accumulated.	ifferent)	
6. Division and Office Function	What is the function of the Division and the Office in		
tion, and impro	Evaluation Section is responsible for the vement of air quality and to conduct ram so as to safeguard the public here.	t a statewide source	
		•	
7. Record Series Description	This file contains the following documents (include form no Attach samples of the file.		
Documents relating to:	Determining air pollutant emissions	from stationary sources.	
Induded are: Corresp requirements, p	ondence to and from industry relation rocedures, schedules and applicable	ng to emissions testing regulations.	
	report summaries,		
•			
File is arranged: Alphab	etically by company		
8. Monthly Reference Rate	How often are records referred to which are:		
One to six months old $\frac{75}{100}$ twenty-five months and older	_	o twenty-four months old $\frac{20}{}$;	
9. Annual Rate of Accumulation Letter-size drawers	n of Rerords; Legal-size drawers; Shelves;	Other (specify)	
A-50-71; Rev. 76	(Over) 7		

ARTMENT OF ARCHIVES AND HISTOR RECORDS MANAGEMENT DIVISION

X D. Does the ser				
X c. Is this a vital	record?		<u> </u>	
, , , , , , , , , , , , , , , , , , , ,		al or long term res	search value?	
X e. When one or	two documents e scheduled sepa	in the file make i	t necessary to keep the entire file for a	long period, could these
			published? If yes, attach copy,	
! ! !	and the second s	=	analyzed and/or recorded in a summar	ized report?
If yes, attach	CODY.	1		
X n. Is there a duy		series in your offi	ce, or in another office or agency?	
X i. Is this series		ion of it regularly	v microfilmed?	
X i Does the reco	ord series result	in a computer pri		
11. Retention Requirements	TI	he following requi	res the series to be kept:	e de la companya de
a. State Law		years.	d. Audit period	years.
b. Statute of limitation	·	years.	e. Administrative need	
c. Federal law		years.	f. Federal retention instruc	tionsyears.
Attach copy or excerpt of	r laws or regulati	ons. Explain adm	inistrative need.	
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12. Approved Disposition Ins	tructions Th	nis agency recomn	nends that the file series be cut off at the	ne end of each:
	Ø	Calendar Year; [☐ Fiscal Year; ☐ Other	then,
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